

JULEAN PALPALLATOC

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Taft Avenue Burgundy Transpacific Place 2444-A Malate, Manila

Experienced and proficient when it comes to handling documentation reports for internal and external organizations. Determined in preparing the tasks and responsibilities in relation to policy support and other external links. Worked to develop an educational curriculum to ensure the content is aligned with the policies and statement of the organization. Versed with initiating events through project management.

Work Experiences

Institute for Youth in Policy - California, USA (Remote)

Mar 2022 - Present

Curriculum Development Editorial Intern

- Working 5+ hours a week to edit the curriculum unit of Youth in Policy.
- Collaborating alongside the education department to edit the given unit templates.
- Attending bi-weekly meetings to discuss the delegated tasks for the education department and the curriculum.

ESME Philippines - Taguig, Philippines (Remote)

Aug 2022 - Sep 2022

Human Resources Admin Intern

- Worked closely with the Human Resources department in recruiting interns for the company remotely.
- Regularly prepared emails to be sent out for interns to handle the documentation needed for the off-boarding process.
- Consistently updated the master list tracker regarding the interns' information.

Education Level

De La Salle University - Manila, Philippines

Oct 2021 - Feb 2025 (Expected)

Bachelor Degree in Political Science, 3.85/4.00

- Relevant Coursework: Citizenship and Governance, Multiculturalism and Gender, Purpose Communications, and Critical Thinking.
- Consistent First Honors Dean's List; Awarded Outstanding Delegate from TOYOMUN 2022 and Honorable Mention from IMUN 2022 when representing De La Salle University.
- Appointed as Director/Executive for Documentations and Internal Alliances within the Student Government; Associate Officer for POLISCY Organization; and Associate in DLSMUNCom.

Organisational Experience

USG Office of the VP for International Affairs - Manila, Philippines

Sep 2022 - Dec 2022

Director for Documentations and Logistics

- Lead the Documentation team to prepare the pre- and post-acts of the projects for Term 1.
- Responsible for assigning the projects to the executives to prepare documents.
- Prepared a systematic report and updated the master list tracker in relation to the progress of the projects or events.

De La Salle - Model United Nations Community - Manila, Philippines

Nov 2021 - Aug 2022

Associate in the Ministry of Treasury

- Assisted the operation team with handling the financial status of the organization.
- Supervised the financial assets of the officers and members through the utilization of Google Suites.
- Sent out emails and reports for fellow members regarding the expenses.

Skills, Achievements & Other Experience

- **Skills:** Public Speaking, Research, Writing, Leadership, and Communication
- **Certification:** IELTS 7.0/9.0 (2020-2022), Introduction to Business Management - FutureLearn course (2020), and Designing for a Diverse and Inclusive Future - FutureLearn Course (2021)
- **Language:** Tagalog and English (Native)